

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: December 2, 2004

LEAVE ACCOUNTING LETTER #04-027  
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services DivisionRE: **2004/2005 HOLIDAY CREDIT POSTING FOR SATURDAY HOLIDAYS**

Pursuant to Bargaining Unit Agreements and Department of Personnel Administration's Personnel Management Liaison memos 2003-039 and 2004-057, Holiday Credit hours are to be posted for holidays which fall on a Saturday. The State Controller's Office will automatically post Holiday Credit hours for December 25, 2004 (Christmas Day), January 1, 2005 (New Year's Day) and February 12, 2005 (Lincoln's Birthday) for eligible full and part-time employees.

**POSTING DATES**

Holiday Credit (HC05) transactions will be posted as follows:

<u>Holiday</u>	<u>Posting Date</u>
Christmas Day - Saturday, December 25, 2004	December 27, 2004
New Year's Day - Saturday, January 1, 2005	January 3, 2005
Lincoln's Birthday - Saturday, February 12, 2005	February 15, 2005

**EMPLOYEES NOT INCLUDED IN THE AUTOMATED PROCESS**

Pursuant to Collective Bargaining agreements, the following groups will not be included in the automated posting of Holiday Credit:

- Class Types J (Judicial)
- Class Types F (Academic Teachers)
- Bargaining Unit 5 - Highway Patrol (credit included in monthly accruals)
- Bargaining Unit 6 - Class Code 9001 (posted quarterly)
- Bargaining Unit 7 - Class Code 8979, 1662-1665 (rates differ)
- Bargaining Unit 8 - Fire Fighters (floating holiday)

In addition, Roll Code 3 hourly paid monthly employees, and Roll Code 4 hourly paid semi-monthly employees will not be automated.

### **SPECIAL INSTRUCTIONS**

- For intermittent employees (Roll Codes 3 and 4) entitled to Holiday Credit, post the appropriate number of hours via the Payroll Input Process system (PIP) or the CLAS using the B50-LB TRANSACTION ENTRY screen.
- When an employee receives Holiday Pay for working on a holiday that occurs on a Saturday, key a cashout transaction (HC36) on the B50-LB TRANSACTION ENTRY screen for the amount of the Holiday Credit posted to the employees record.
- Employees on a Temporary Separation may receive the automated posting of Holiday Credit (HC05) in error due to timing constraints associated with the mass update. Please verify the eligibility for these employees and if the Holiday Credit was posted in error, void the transaction using the B52-LB VOID TRANSACTION ENTRY screen.
- For Holiday Credit transfers, refer to the CLAS Workbook, Processes Section located at the following address:

<http://www.sco.ca.gov/ppsd/clas/pdf/cswrkbk.pdf>

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:DK:CLAS